



## **CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION**

### **Title: Codes & Licensing Officer**

Department: Business Navigator

Division: Code Inspection and Enforcement

### **GENERAL PURPOSE**

Performs a variety of administrative, technical, and professional work involving enforcement of City codes and ordinances, to include investigation of complaints and violations, and inspection activities including those related to business license compliance.

### **SUPERVISION RECEIVED**

Under general supervision, reports to the Chief Building Official/Business Navigator Team Leader.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists clients through the codes area of the Business Navigator as needed.

Coordinates with appropriate departments for code compliance inspections.

Ensures proper maintenance of private and commercial property, proper disposal of old appliances/trash, removal of inoperative vehicles, and removal of illegal signs; identifies code violations and initiates any actions necessary to correct deviations or violations.

Actively monitors for business license compliance and takes enforcement action as needed.

Responds to complaints of City code violations and investigates possible infractions; conducts site visits to determine validity of complaints or to enforce codes.

Collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; takes and files photographs to document violations.

Issues code compliance notices, official correction notices, citations and/or summonses to violators.

Serves citations via certified mail or in person; prepares evidence for court cases; testifies in court as needed; and performs follow-up site inspections as needed.

Responds to questions and provides information and/or technical assistance concerning code requirements to property owners, residents, and contractors; makes safety suggestions and recommends solutions to problems.

Maintains records of enforcement activities; enters data into computer systems, etc.

Attends workshops and training sessions as appropriate.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed.

Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

## **PERIPHERAL DUTIES**

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- a) High school diploma or GED; and,
- b) One year of experience in construction, customer service, code enforcement or related field; or
- c) Any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

### Necessary Knowledge, Skills and Abilities:

- a) Knowledge of: adopted codes and regulations; and;
- b) Skill in the operation of the listed equipment and enforcement of codes;
- c) Ability to: establish effective working relationships with contractors, property owners, general public, supervisor and co-workers; communicate effectively, orally and in writing; interpret, explain, and apply applicable codes, inspection methods, relevant laws and departmental rules and regulations.

## **SPECIAL REQUIREMENTS**

- 1) Must possess a valid South Carolina driver's license.
- 2) May be required to possess and maintain additional certifications, including but not limited to:
  - a) Property Maintenance Certification ICC
    - i) Residential Building Inspector
    - ii) Residential Electric Inspector
    - iii) Residential Plumbing Inspector
    - iv) Residential Mechanical Inspector

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; motor vehicle; calculator; portable radio; pager; phone; fax machine; ladder or scaffolding; measurement tools, camera, and other related equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office settings and in the field; outdoor work is required in the inspection of various properties throughout the City. Hand-eye coordination is necessary to operate a motor vehicle, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or walk; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, unsafe structures, heights, machinery, traffic hazards, bright/dim lights, animal/wildlife attacks, or rude/irate customers.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews and reference check; drug screening and medical examination; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.